

6 MAR 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Chief, Information Services Staff

SUBJECT: ISS Weekly Report (28 February-5 March 1980)

Records Management Division

RMD personnel are assisting the Chief, DDA Registry in a study to determine if it would be practical and cost effective to convert the DDA subject files to microfiche.

Two Information Security Oversight Office (ISOO) employees will visit the Archives and Records Center on 11 March to conduct a regularly scheduled visit and will be accompanied by RMD employees.

Regulations Control Division

RCD processed 28 regulatory issuances during this reporting period and received an unusual number of requests for additional copies of current and back issues of SIS Notices.

The classification of an OGC reorganization notice which references specific Agency activities is being coordinated with OS and DO/IMS. OGC believes that "Admin - Internal Use Only" control is sufficient.

Classification Review Division

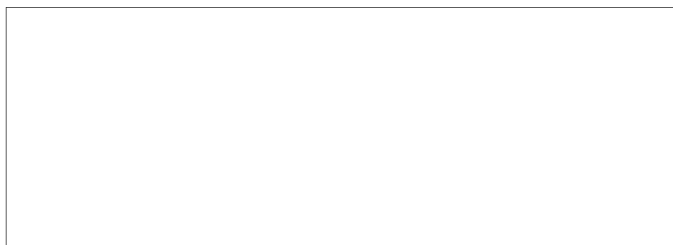
CRD processed approximately 31,000 pages of material.

Effective 1 March 1980, [redacted] was appointed Chief, Classification Review Division replacing [redacted] retired.

Information and Privacy Division

A separate report is attached.

Attachment

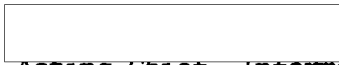


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6 March 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Acting Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (28 February - 5 March)

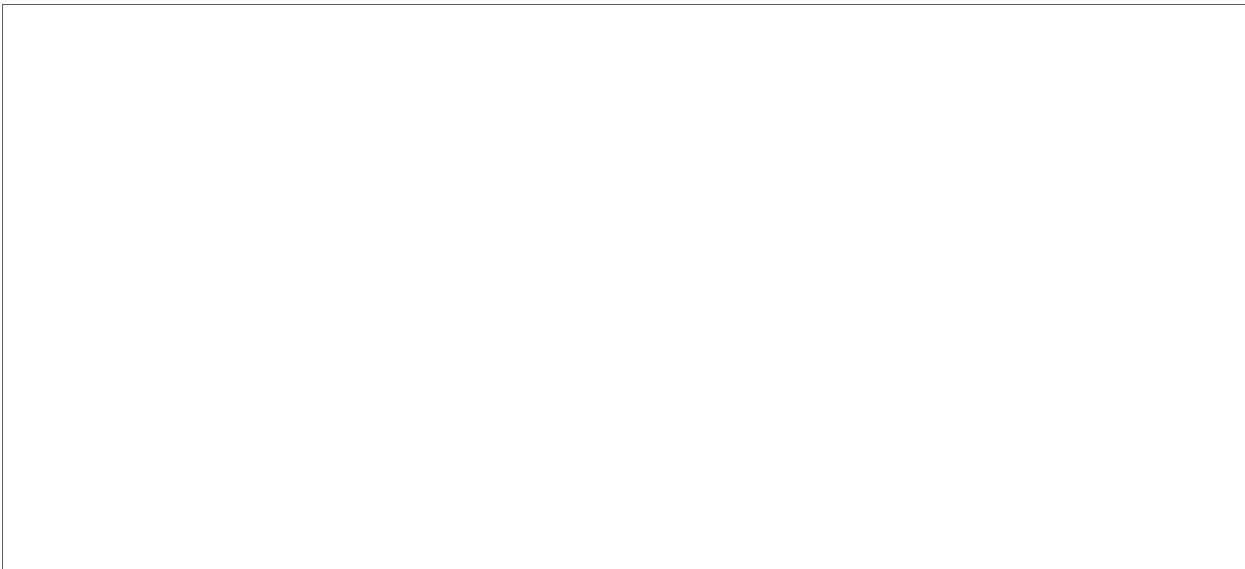
1. The Week in Review

	<u>28 Feb - 5 Mar</u>	<u>1980 Weekly Average</u>
a. New cases logged	108	63.0
b. Cases closed	79	49.8
c. New appeals logged	3	1.9
d. Appeals closed	2	0.9
e. Manpower (man-weeks)	93.4	95.4

2. Current Backlogs

- a. Initial requests - 2771
- b. Appeals - 426

3. Spotlighted Requests



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- 1 - OGC
- 1 - OLC
- 1 - OP
- 1 - OL
- 1 - C/IMS, []
- 1 - DDO/IRO
- 25 - DDO/IMS []
- 1 - IRG/OS
- 1 - NFAC/FIO
- 1 - C/ISS
- 1 - IC Staff/FIO
- 1 - IPD Subject
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